

Educational Service Unit No. 6, Inc.
Job Description

Job Title: ASD Behavior Specialist
Department: Student Services
Supervisor: Director of Student Services
FLSA Status: Exempt
Prepared By: Human Resources
Prepared Date: 03/31/2021
Location: Milford, NE

Summary

The ASD Behavior Specialist supports the Autism Spectrum Disorder Network project in the Southeast Region. They will provide consultative services to school districts to support students on the autism spectrum who have severe behavior needs. Consultative services include conducting a functional behavior assessment, development and implementation of specific teaching procedures and effective programming, as well as data collection and analysis for target students.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Productive Teaching Techniques:

- Correctly administers and interprets various informal measures for student's academic performances (e.g. criterion-referenced measures, teacher-made tests, permanent record information).
- Uses assessment information to analyze student's strengths and weaknesses in given areas for planning an instructional sequence and placement.
- Plans for student instruction in the Least Restrictive Environment appropriate for each individual student.
- Develops appropriate Imps in conjunction with the home school students and uses the IEP as the basis for planning instruction and intervention.
- Chooses and prioritizes goals.
- Selects and writes appropriate long-term and short-term academic goals based on assessment information.
- Plans for students transition to home school.
- Adapts instructional materials for meeting long- and short-term objectives.
- Involves home school teachers in planning for students as appropriate.
- Provides effective individual and small group instruction.

- Uses various strategies (e.g. modeling, imitation, rehearsal, inquiry, prompting, cueing, feedback, discussion, lecture) in isolation or in combination for providing appropriate instruction for students.
- Uses continuous assessment to modify instructional activities for meeting students' instructional needs.
- Discusses with students their progress toward goals and objectives on a regular basis.

Organized, Structured Classroom Management:

- Correctly selects, administers and interprets various informal standardized instruments for assessing students' social performance (e.g., behavioral checklists, sociograms, anecdotal, records).
- Uses appropriate informal and formal observation systems/techniques for collecting data about students' social behavior.
- Designs, implements and evaluates effective behavior management programs and strategies for students.
- Arranges physical environment to facilitate management possibilities.
- Establishes and maintains a structured learning environment for students.
- Provides appropriate instruction in classroom rules and routines.
- Utilizes techniques to instruct students in appropriate behavioral instruction and social skills.
- Teaches personal development skills such as: self-control, self-help, communication, taking responsibility, self-confidence, problem solving and aesthetics.
- Arranges antecedent and consequent stimuli to change behavior in desirable directions.
- Selects appropriate reinforcers for use in motivating students.
- Designs management programs to maximize generalization.
- Uses language that helps students to make choices.
- Maintains flexibility in managing students' behavior.
- Assists in physical intervention as necessary.

Interpersonal Relations:

- Establishes and maintains open communication with students, other teachers, administrators and parents.
- Follows appropriate procedures regarding assessment placement, programming and consultation with parents and other professionals.
- Functions as a member of a team for planning social and educational intervention with students.

- Provides an acceptable model of appropriate behavior responses for students in all types of situations.
- Remains calm in crisis, inflammatory or provocative situations.
- Responds non-defensively to conflicts.
- Objectively evaluates students' behavior.

Professional Responsibilities:

- Supports professional organizations.
- Participates in workshops, professional conferences, college courses, and/or district staff development activities.
- Regular and reliable attendance on-site is an essential function of this position.

Supervisory Responsibilities

This job has no employee supervisory responsibilities.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical - Collects and researches data; uses intuition and experience to complement data.

Continuous Learning - Assesses own strengths and weaknesses; seeks feedback to improve performance; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

Job Knowledge - Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; keeps abreast of current developments; requires minimal supervision; displays understanding of how job relates to others; uses resources effectively.

Use of Technology - Demonstrates required skills; adapts to new technologies; troubleshoots technological problems; uses technology to increase productivity; keeps technical skills up to date.

Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.

Customer Service - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.

Communications - Expresses ideas and thoughts verbally; expresses ideas and thoughts in written form; exhibits good listening and comprehension; keeps others adequately informed; selects and uses appropriate communication methods.

Cooperation - Establishes and maintains effective relations; exhibits tact and consideration; offers assistance and support to co-workers; works cooperatively in group situations; works actively to resolve conflicts.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.

Teamwork - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.

Written Communication - Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; able to read and interpret written information.

Leadership - Exhibits confidence in self and others; inspires and motivates others to perform well; effectively influences actions and opinions of others; accepts feedback from others; gives appropriate recognition to others.

Cost Consciousness - Works within approved budget; conserves organizational resources.

Diversity - Shows respect and sensitivity for cultural differences.

Ethics - Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and principles; upholds organizational values.

Organizational Support - Follows policies and procedures; supports organization's goals and values.

Adaptability - Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation.

Achievement Focus - Sets and achieves challenging goals; recognizes and acts on opportunities.

Personal Appearance - Dresses appropriately for position; keeps self well groomed.

Attendance/Punctuality - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Volunteers readily; undertakes self-development activities; looks for and takes advantage of opportunities; asks for and offers help when needed.

Innovation - Displays original thinking and creativity; meets challenges with resourcefulness; generates suggestions for improving work; develops innovative approaches and ideas.

Judgement - Exhibits sound and accurate judgment.

Planning/Organizing - Uses time efficiently.

Quality - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.

Safety and Security - Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Master's Degree in Special Education or related field required; Three years or more of professional and/or public school work with students with ASD or behavior disorders preferred

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should have knowledge of Internet software; Word Processing software and Spreadsheet software.

Certificates, Licenses, Registrations

Valid Nebraska Teaching Certificate; Current driver's license; Board Certified Behavior Analyst (BCBA) certification highly preferred (BCBA can be in progress)

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel; reach, push and pull with hands and arms and talk or hear. The employee is frequently required to bend, crouch, walk and stand. The employee is occasionally required to sit, climb and drive. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Visual and auditory acuity is required for dealing with students.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is occasionally quiet with regular moderate noise which can escalate to loud noise.

Working environment includes indoor and outdoor work.

Acknowledgements

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

ACKNOWLEDGED: Supervisor Signature

Date

ACKNOWLEDGED: Employee Signature

Date

PRINT: Employee Name